

ELECTRONIC COMMUNICATIONS POLICY

In order to maintain clarity regarding our use of electronic modes of communication during your treatment, I have prepared the following policy. This is because the use of various types of electronic communications is common in our society, and many individuals believe this is the preferred method of communication with others, whether their relationships are social or professional. Many of these common modes of communication, however, put your privacy at risk and can be inconsistent with the law and with the standards of my profession. Consequently, this policy has been prepared to assure the security and confidentiality of your treatment and to assure that it is consistent with ethics and the law. If you have any questions about this policy, please feel free to discuss this with me.

EMAIL COMMUNICATIONS

I use email communication only with your permission and only for administrative purposes. That means that email exchanges with my office should be limited to things like setting and changing appointments, billing matters and other related issues. With your permission, I may send handouts to you by email. Please do not email me about clinical matters because email is not a secure way to contact me. If you need to discuss a clinical matter with me, please feel free to call me so we can discuss it on the phone or wait so we can discuss it during your therapy session. The telephone or face-to-face context simply is much more secure as a mode of communication. If you choose to send clinical information over email, you do so at your own risk.

TEXT MESSAGING

Text messaging is reserved solely for scheduling issues. You can text me to cancel or schedule an appointment or to tell me you are running late. I will respond to text messages to confirm I have received them. If you do not get a response from me, assume that I did not receive the text message. It remains your responsibility to cancel appointments in a timely manner by calling me otherwise you may be held responsible for the cost of the session. Like email, texting is not a secure form of communication and if you choose to text me about issues other than appointments, you do so at your own risk. If you want to text clinical issues to me, then you **MUST** download the SPRUCE app so that information can be encrypted and HIPAA compliant.

SOCIAL MEDIA

I do not communicate with, or contact, any of my clients through social media platforms like Facebook, Instagram, or Tumblr. In addition, if I discover that I have accidentally established an online relationship with you, I will cancel that relationship. I will not send or accept friend requests nor will I “follow” you on any of these platforms. In addition, please do not try to contact me in this way. I will not respond and will terminate any online contact no matter how accidental. If you have an online presence, there is a possibility that you may encounter me by accident. If that occurs, please discuss it with me during our time together. I believe that any communications with clients online have a high potential to compromise the professional relationship and can create significant security risks for you.

WEBSITES

I have a website that you are free to access at www.AnnieNguyenPsyD.com. I use it for professional reasons to provide information to others about my practice and me. You are welcome to access and review the information that I have on my website and, if you have questions about it, we should discuss this during your therapy sessions.

WEB SEARCHES

I will not use web searches or any social media to gather information about you without your permission. I believe that this violates your privacy rights; however, I understand that you might choose to gather information about me in this way. In this day and age, there is an incredible amount of information available about individuals on the Internet, much of which may actually be known to that person and some of which may be inaccurate or unknown. If you encounter any information about me through web searches, or in any other fashion for that matter, please discuss this with me during our time together so that we can deal with it and its potential impact on your treatment.

Recently it has become fashionable for clients to review their health care provider on various websites. Unfortunately, mental health professionals cannot respond to such comments and related errors because of confidentiality restrictions. If you encounter such reviews of me and have concerns, please share it with me so we can discuss it and its potential impact on your therapy. Please do not rate my work with you while we are in treatment together on any of these websites. This is because it has a significant potential to damage our ability to work together.

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Your signature below indicates that you have read the information in this Electronic Communication Policy document and agree to abide by its terms during our professional relationship.

Printed Name of Client

Client Signature (or guardian if a minor)

Date

Printed Name of Client

Client Signature (or guardian if a minor)

Date